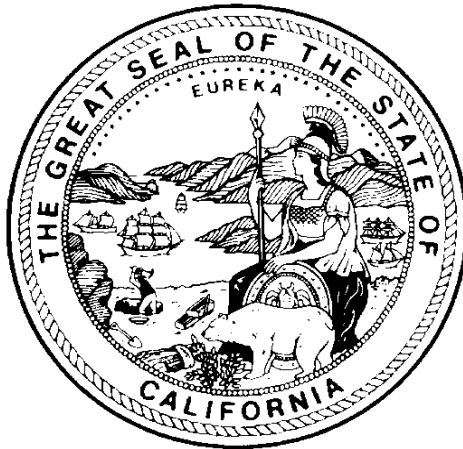*NOTICE OF AVAILABILITY OF FUNDS*

by the
Employment Development Department
In Coordination with the
California Workforce Investment Board

on behalf of the
California Labor and Workforce Development Agency

Workforce Investment Act Funds

Solicitation For Proposals

August 2005

EMPLOYMENT DEVELOPMENT DEPARTMENT
WORKFORCE INVESTMENT ACT FUNDS
SOLICITIATION FOR PROPOSAL

Category Specific Proposal Package Instructions

- Category 1 Growth Industries – High Wage, High Skill Job Training
- Category 2 Industries with a Statewide Need – Nursing Shortage in Healthcare
- Category 3 Advancing Workers with Barriers to Employment
- Category 4 Veterans Employment-Related Assistance Program (VEAP)

Proposal Forms

Cover/Signature Page (Includes Proposal Summary)

- Cover/Signature Page

Proposal Narrative Forms

- Category 1 Growth Industries – High Wage, High Skill Job Training Proposal Narrative Form
- Category 2 Industries with a Statewide Need – Nursing Shortage in Healthcare Proposal Narrative Form
- Category 3 Advancing Workers with Barriers to Employment Proposal Narrative Form
- Category 4 Veterans Employment-Related Assistance Program (VEAP) Proposal Narrative Form

SFP Forms

- SFP Form 1 – Target Group Planning Chart
- SFP Form 2 – Proposal Work Plan
- SFP Form 3 – Partner Roles and Responsibilities Chart
- SFP Form 4 – Budget Summary Plan
- SFP Form 5 – Budget Summary Plan - VEAP
- SFP Form 6 – Supplemental Budget Information
- SFP Form 7 – Expenditure and Participant Plan
- SFP Form 8 – Expected Outcomes for Increasing Nurses Chart

Section 1   Overview

A.   Purpose

The Employment Development Department (EDD) announces the availability of up to $20 million of Workforce Investment Act (WIA) funds. This funding includes up to $18 million of WIA Governor's Discretionary 15 Percent funds and up to $2 million of WIA Dislocated Worker 25 Percent Additional Assistance funds. The WIA 25 Percent funds are only available for the Veterans funding category below.

California Workforce Investment Board (CWIB) is responsible for developing the State Plan for WIA. California's Strategic Two-Year State Plan, approved by the Governor, provides the framework for implementing the State's vision for California's workforce development system. The state plan articulates the State's vision and four policy priorities for a demand driven workforce system in California as follows:

- Understanding and meeting the workforce needs of business and industry in order to prepare workers for 21st Century jobs.

- Targeting limited resources to areas where they can have the greatest economic impact.

- Collaborating to improve California's educational system at all levels.

- Ensuring the accountability of public and private workforce investments.

To implement the above policy priorities, the CWIB has approved criteria for focusing the WIA 15 and 25 Percent funds where there is a maximum return on investment both in assisting job seekers to enter employment and to retrain existing workers in high-need and high wage sectors of the economy. This Solicitation for Proposals (SFP) has the following four separate and distinct funding categories:

> Category 1.   Growth Industries—High Wage, High Skill Job Training
>
> Category 2.   Industries with a Statewide Need—Nursing Shortage in Healthcare
>
> Category 3.   Advancing Workers with Barriers to Employment
>
> Category 4.   Veterans Employment-Related Assistance Program (VEAP)

The goal of this SFP is to select, through a competitive process, eligible applicants that are qualified and prepared to use the funds in innovative ways that focus on one of the funding categories listed above.

B. Eligible Applicants

Proposals will be accepted from public, private non-profit and private for-profit organizations. Individuals are not eligible to apply. The applicant must clearly describe its capability to conduct and administer a federally funded project including the ability to collect and report financial and participant date as required. Applicants must also be aware of the state and federal disability laws and procedures for ensuring universal access. Please see WIA Directive WIAD02-14.

C. Funding Categories

Applicants may only submit one proposal for funding and must choose from one of the funding categories listed under this SFP. The category description, fund availability and grant limitations are outlined below for each of the funding categories.

Category 1 Growth Industries – High wage, High Skill Job Training

Projects in this category are designed to prepare individuals for high-wage, high skill jobs that help California's businesses succeed and expand. Projects in this category should address the skills needed by those growth industries expected to play a major role in the expansion of California's economy, and where current skill shortages are hampering business growth. A key priority will be to ensure the development of worker skills in the demand occupations of the targeted growth industry.

Estimated funds available: $2.4 million WIA Governor's 15 Percent Funds
Maximum total award per grantee: $600,000

Category 2 Industries with a Statewide Need—Nursing Shortage in Healthcare

The healthcare industry has a well-documented shortage of nurses statewide. This shortage will continue to grow without proactive plans to retain and upgrade current employees in the field as well as to recruit and train additional participants for the nursing field. On April 13, 2005, Governor Schwarzenegger announced a $90 million California Nurse Education Initiative. In addition to this initiative, the funds available in Category 2 of this SFP will focus exclusively on training for Licensed Vocational Nurses (LVNs) and Registered Nurses (RNs) and upgrading Associate Degree Nurses (ADNs) to Bachelor of Science Nurses (BSNs). While LVN's can be trained under this category, priority for funding will be given to projects that concentrate their efforts on increasing the number of RNs.

Estimated funds available: $8 million WIA Governor's 15 Percent Funds
Maximum total award per grantee: $800,000

Category 3 Advancing Workers with Barriers to Employment

Significant segments of California's workforce face barriers both to obtaining employment and progressing into higher-skill, higher-wage occupations. Many businesses are unable to find entry-level and/or skilled workers to fill available jobs. Projects in this category will provide customized services and training to prepare special needs populations such as people with disabilities, youth, welfare recipients and people lacking workplace literacy skills for entry-level jobs and/or upgrade skill levels for demand occupations as locally determined.

Estimated funds available: $2.6 million WIA Governor's 15 Percent Funds
Maximum total award per grantee: $500,000

Category 4 Veterans Employment-Related Assistance Program (VEAP)

Projects in this category will assist veterans who have significant barriers to obtaining meaningful employment. Successful applicants will be required to provide employment and training services, supportive services, placement and follow-up through a case management approach. The program will be conducted in accordance with WIA Section 168, Veterans Workforce Investment Program (VWIP) and Veterans' Priority Provisions of the "Jobs for Veterans Act," Public Law (PL) 107-288. Applicants may request both WIA 15 percent and WIA 25 percent funds not to exceed a total request of $500,000. Up to 5 bonus points will be available for proposals that integrate both funding streams. Requests to be solely funded with WIA 25 percent funds will not be accepted.

Estimated funds available: $5 million in WIA Governor's 15 Percent Funds and $2 million in WIA 25 Percent Additional Assistance Funds

Maximum total award per grantee: $500,000

D. Allowable Uses of Funds

The use of funds awarded in this SFP is governed by the WIA and its associated federal regulations, State and federal directives, and federal Office of Management and Budget (OMB) Circulars. Appendices A and B describe the general requirements pertaining to these funds. The WIA 15 Percent Project Requirements are contained in WIA Directive WIAD02-14. For information on the use of WIA Dislocated Worker 25 Percent funds see WIA Directive WIAD04-9.

Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

E. Administrative Cost Limits

A maximum of ten percent of the total project budget will be allowed for administrative costs. For purposes of developing a budget, the definition of administrative costs is provided in Appendix B, Administrative Cost Definitions.

F. Length of Project

The State expects that the performance period for projects awarded under this solicitation will be between 18 and 24 months. Grant funds will not be available for longer than the 24-month expenditure period. No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the State.

G. Priority of Service to Participants

All projects must be conducted in accordance with the Veterans' Priority Provisions of the "Jobs for Veterans Act," Public Law (PL) 107-288. Please refer to Training and Guidance Letter (TEGL) 5-03 on the Internet at wdr.doleta.gov/directives/attach/TEGL5-03.pdf. The TEGL provides you with general guidance regarding the implementation of the veterans' priority and how this priority will affect current business practices.

Section 2   Significant Dates

Date *	Event
August 8, 2005	Release of Solicitation for Proposal (SFP)
August 31, 2005	Last date to submit written questions to EDD (via e-mail)
September 7, 2005, 5:00 p.m. Pacific Daylight Savings Time	Last date for EDD to post response to written questions on Web site
September 26, 2005 before 3:00 p.m. Pacific Daylight Savings Time	**Proposals Due**
October 3, 2005 through October 31, 2005	Evaluation team review of proposals and final recommendations made
November 11, 2005	Award announcements
December 1, 2005	Earliest date for project start-up

*Note: All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this SFP.

Section 3   Questions/Answers Web site

In order to allow for timely and consistent responses to questions that potential bidders may have, we are implementing an electronic Question and Answer process. This process will be implemented in lieu of on-site bidders' conferences.

Questions must be submitted by e-mail to WIASFP@edd.ca.gov and received no later than August 31, 2005. All answers will be posted, on a flow basis, on the following Web site, www.edd.ca.gov/wiarep/wiaspind.htm by 5:00 p.m. Pacific Daylight Savings Time September 7, 2005. For information regarding this Web site you may contact Don Migge, Polly Forehand, or Lynora Sisk at (916) 654-7799.

Section 4   Proposal Submission Instructions

Proposal Deadline

The deadline for the **receipt** of proposals is **September 26, 2005, at 3 p.m**. **Pacific Daylight Savings Time.   Late proposals will not be accepted.**

The date or time on a postmark or other courier's documentation is irrelevant to satisfying the submission deadline. All proposals, whether mailed, delivered by courier service, or hand delivered, must be received by the EDD's Workforce Development Branch (WDB) by 3 p.m., September 26, 2005. Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.

The EDD's WDB will accept hand-delivered and courier-delivered proposals between 7:30 a.m. and 4 p.m. daily, excluding Saturdays, Sundays, and State holidays, through September 23, 2005, and between 7:30 a.m. and 3 p.m. on September 26, 2005.

Proposal Delivery Method and Addresses

Proposals may be submitted by mail, courier service, or hand delivery.

Mail proposals to:	ATTN: WIA SFP Team Workforce Development Branch, MIC 88 Employment Development Department P.O. Box 826880 Sacramento, CA 94280-0001
Send proposals by courier to:	ATTN: WIA SFP Team Workforce Development Branch, MIC 88 Employment Development Department 800 Capitol Mall, Room 2029 Sacramento, CA 95814
Hand deliver proposals to:	ATTN: WIA SFP Team Workforce Investment Division Employment Development Department 722 Capitol Mall, Room W1077 Sacramento, CA 95814

Because of the need for an original signature, proposals may not be e-mailed or faxed.

Section 5　Required Proposal Content

A.　Minimum Requirements

All proposals must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments.

The proposal must meet the minimum requirements listed below. **Proposals that do not adhere to these requirements will not be scored or considered for funding.**

- Applicants may submit only one proposal for funding and must submit six complete copies of the entire proposal, and of those copies, two must have original signatures. In accordance with State policy, the organization's contract/agreement signatory authority or authorized designee as designated by the organizations' Board of Directors' Resolution must sign proposals.

- Applicants must use the specific category instructions and forms available on the Internet at: www.edd.ca.gov/wiarep/wiaspcategory.htm.

- All requested forms must be completed.

- The proposal narrative is limited to 20 pages. Applicants are strongly urged to write concise, focused responses.

B.　Other Requirements

Applicants must meet the other requirements listed below. Proposals that do not adhere to these requirements will be scored. However, for each requirement not met, points will be deducted from the total proposal score as detailed below.

Requirement	Points deducted
• Applicant must demonstrate a match from in-kind and/or cash resources of at least 20 percent of the project.	5
• Proposal narrative must be in a font no less than 12 point.	3
• Each copy of the proposal package must be stapled in the upper left hand corner. Special bindings, report covers, or tabbed separators will result in reducing the proposal score.	3
• The proposal package must be submitted in electronic form on a diskette or compact disk, exclusive of the letters of commitment.	3

C.　Proposal Package Instructions

Proposal package instructions are available for each individual funding category (see table of contents). The instructions contain links to each required form.

D. Format and Document Order

The following chart lists the order of documents that must be included in the proposal package. This may also be used as a checklist to help ensure submission of a complete grant package.

1. Cover letter (Optional)	☐
2. Cover/Signature page (proposal summary limited to 100 words or less)	☐
3. Proposal Narrative Form (limited to 20 pages) applicable for the funding category applied under. Form includes the following sections:	☐
I. Statement of Need	☐
II. Target Group	☐
III. Planned Approach	☐
IV. Goals and Objectives	☐
V, Local Collaboration	☐
VI. Resource Utilization	☐
VII. Statement of Capabilities	☐
VIII. Budget Summary Narrative	☐
IX. 25 Percent Funds (VEAP ONLY)	☐
4. SFP Forms	
Target Group Planning Chart - SFP Form 1	☐
Proposal Work Plan - SFP Form 2	☐
Partner Roles and Responsibilities Chart - SFP Form 3	☐
Budget Summary Plan - SFP Form 4	☐
Budget Summary Plan - VEAP- SFP Form 5 (VEAP ONLY)	☐
Supplemental Budget Information - SFP Form 6 (if applicable)	☐
Expenditure and Participant Plan - SFP Form 7	☐
Expected Outcomes for Increasing Nurses Chart – SFP Form 8 (if applicable)	☐
5. Copy of non-profit certification [501 (c) (3)] from the federal Internal Revenue Service (if applicable)	☐
6. Copy of non-profit certification [23701 (d)] from the California Franchise Tax Board (if applicable)	☐
7. Letters of commitment for cash match bonus points.	☐

Section 6   Award and Contracting Process

A.   Proposal Evaluation and Recommendation for Funding

Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

Criterion	Points
Narrative Section I. Statement of Need	10
Narrative Section II. Target Group	10
Narrative Section III. Planned Approach	25
Narrative Section IV. Goals and Objectives	10
Narrative Section V. Local Collaboration	15
Narrative Section VI Resource Utilization	10
Narrative Section VII. Statement of Capabilities	10
Narrative Section VIII. Budget Summary Narrative and Plan	10
Bonus Points: Non-WIA Cash Match of 20 to 32 percent – 5 bonus points Or non-WIA Cash Match greater than 32 percent – 10 bonus points	10 bonus
Total Possible Points	110
Category 4- VEAP ONLY Bonus for integrating WIA 15 and 25 Percent Funds	5
Total VEAP Possible Points	115

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal. Only those proposals deemed to be meritorious and in the best interests of the State will be recommended for funding. The EDD reserves the right to conduct on-site reviews prior to making final funding recommendations. After completion of the evaluation process, funding recommendations will be made to the EDD Director and CWIB Executive Director. The Labor and Workforce Development Agency, in consultation with the EDD Director and CWIB Executive Director will make recommendations for final funding decisions.

B.   Notification of Recommendation for Funding

Following the selection of proposals to be funded, notification will be placed on the EDD website and applicants will be notified of the funding decisions. The State expects that the award decision notices will be sent in mid November.

C.   Contracting

The EDD staff will contact the awardees to finalize contract details. In some cases, EDD may request that the contracts incorporate changes to the original project proposals. After the contract negotiations, if any, EDD will mail the subgrant agreement (contract) to the awardees for signature. The State expects the contract negotiations to begin December 1, 2005, with a project start date as early as December 1, 2005.

Awardees are advised to consider whether official action by a County Board of Supervisors, City Council, or other, similar decision-making body will be necessary before agreeing to

accept funds awarded under this SFP. The time needed for such official action will affect the awardees ability to meet the earliest project start date of December 1, 2005.

Section 7   Appeal Process

A proposal may be disqualified for not meeting the minimum requirements, and an appeal of that disqualification decision, may be filed. There is no appeal process for not meeting the proposal submission deadline. Final funding decisions cannot be appealed. The minimum requirements, which are listed in Part A of Section 5 of the SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring.

The EDD will mail disqualification letters to applicants no later than September 30, 2005. Any appeals must be received in the EDD office designated below by 4:00 p.m. on October 17, 2005. The appellant must submit the facts in writing. The review will be limited to the information provided in writing.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party.
- A brief statement of the reasons for appeal, including citations to the SFP and any other pertinent documents.
- A statement of the relief sought.
- Original signature of the authorized signatory authority of the organization.

The appellant must provide a copy of the appeal letter and the supporting documents to EDD's Workforce Development Branch. The Workforce Development Branch will respond in writing to the appeals by October 24, 2005. The review will be limited to determining whether the proposal met the minimum criteria of the SFP.

The appeal must be in writing with the appropriate signatory authority and submitted to the following:

Mail to: ATTN: SFP Appeals
                                    Workforce Development Branch, MIC 88
                                    Employment Development Department
                                    PO Box 826880
                                    Sacramento, CA 94280-0001

By courier to: ATTN: SFP Appeals
                                    Workforce Development Branch, MIC 88
                                    Employment Development Department
                                    800 Capitol Mall, Room 2029
                                    Sacramento, CA 95814

Hand deliver to: ATTN: SFP Appeals
                                    Workforce Investment Division, MIC 88
                                    Employment Development Department
                                    722 Capitol Mall, Room W1077
                                    Sacramento, CA 95814

Section 8   Administrative Requirements

A.   Monitoring and Audits

Grantees will be monitored and/or audited by the State, in accordance with existing policies, procedures, and requirements governing the use of WIA funds. Grantees are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Awardees that are units of local government, or non-profit entities as defined by OMB Circular A-133, must ensure that audits required under OMB guidelines are performed and submitted when due. Organizations that are subrecipients under WIA Title I and that expend more than the minimum level specified in OMB Circular A-133 ($500,000 as of January 1, 2004) must have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program specific financial and compliance audit.

B.   Record Keeping

Awardees will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project effectiveness and proper use of funds. The record keeping system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years from the date of final payment of this contract.

C.   Reporting

Grantees must have the capability to report expenditures, participant, and outcome data to the State, in a manner that is timely, thorough, and accurate. The State has developed a system for reporting data collected by grant recipients. This system, the Job Training Automation (JTA) system, is also used for disbursing cash to grantees. Grantees will be required to have the approved emulation software for this purpose. The State will provide training on how to use the JTA system. See Appendix D for the JTA minimum computer hardware and software requirements.

At a minimum, grantees must collect and report the required data elements using the JTA system. The State will use those reported data to calculate compliance with the WIA performance goals.

Grantees will compile and submit reports of enrollments, activities, expenditures, and status of cash information by the specified dates and in the specified format as prescribed by the State. Grantees will be required to submit monthly participant and expenditure reports using the JTA system.

All funds awarded under this SFP will follow the WIA reporting requirements available in a series of Information Bulletins and Directives on the EDD's Internet site: www.edd.ca.gov/emptran.htm. All funds provided under this SFP are subject to revocation by

the State in the event of failure to meet the performance criteria or reporting requirements as described in this SFP and the grantee's subgrant agreement.

D. State Performance Goals

The State's WIA Performance Goals for 2005/06 are as follows:

Performance Goal		Performance Level
Enter Employment Rate	Adults	73%
	Dislocated Workers	81%
	Older Youth	72%
Retention Rate	Adults	79%
	Dislocated Workers	85%
	Older Youth	80%
	Younger Youth	63%
Earnings Change/ Earnings Replacement in Six Months	Adults	$3,500
	Dislocated Workers	($3,000)
	Older Youth	$3,700
Credential/Diploma Rate	Adults	56%
	Dislocated Workers	66%
	Older Youth	38%
	Younger Youth	66%
Skill Attainment Rate	Younger Youth	83%

For more information regarding performance measures, refer to Training and Employment Guidance Letter (TEGL) 7-99 and TEGL 28-04 at usworkforce.org.

These overall State goals are provided as a point of reference for applicants when reviewing their local goals. The State recognizes that local performance goals may differ from those presented here. Local program designs may vary significantly and necessitate flexibility in determining performance goals. If the planned performance goals are different than the State performance goals, applicants must provide an explanation in Section IV. Goals and Objectives of the proposal narrative.

E. Closeout

A subgrant/line item closeout will be required 60 days after the completion of the grant period. WIA Directive WIAD02-2 provides specific instructions for closeout. Applicants should include costs associated with closeout activities into the budget plan.

F. Compliance

All funds are subject to their related State and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIA and its associated federal regulations, including Title 29 of the Code of Federal Regulations, State and federal WIA directives, and OMB Circulars. Refer to Appendix C, *Internet Resources*, for a list of useful Web sites.

G. Evaluation

WIA Sections 134 and 136 (e) provide for the ongoing evaluation of workforce investment activities. Evaluation of statewide activities allows the State to determine the effectiveness of the Governor's 15 Percent funds in addressing the identified statewide needs. As a result, the State may pursue a statewide evaluation of the projects awarded through this SFP. In the event that a statewide evaluation is implemented, the applicant will be required to participate in that evaluation by providing requested data and information.

APPENDIX A
WIA Allowable Activities

Core Services

1. Determinations of whether the individuals are eligible to receive assistance.

2. Outreach, intake (which may include worker profiling), and orientation to the information and other available services.

3. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.

4. Job search and placement assistance, and where appropriate, career counseling.

5. Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—

   a. Job vacancy listings in such labor market areas

   b. Information on job skills necessary to obtain the jobs described in clause 5.a.

   c. Information relating to local occupations in demand and the earnings and skill requirements for such occupations

6. Provision of performance information and program cost information on training services, youth activities, adult education, post-secondary vocational activities, and vocational rehabilitation program activities

7. Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate

8. Provision of information regarding filing claims for unemployment compensation

9. Assistance in establishing eligibility for Programs of financial aid assistance for training and education programs that are available in the local area

10. Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Intensive Services

1. Comprehensive and specialized assessments of the skill levels and service needs which may include:

    a. Diagnostic testing and use of other assessment tools

    b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals

2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals

3. Group counseling

4. Individual counseling and career planning

5. Case management for participants seeking training services

6. Short term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training

Training Services

1. Occupational skills training, including training for nontraditional employment;

2. On-the-job training

3. Programs that combine workplace training with related instruction, which may include cooperative education programs

4. Training programs operated by the private sector

5. Skill upgrading and retraining

6. Entrepreneurial training

7. Job readiness training

8. Adult education and literacy activities provided in combination with services described in any of clauses 1 through 7

9. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Follow-up Services

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations based on the length of the contract and the funding available to the applicant. While follow-up services must be made available, not all participants who are registered and placed into unsubsidized employment will need or want such services.

Follow-up services could include, but are not limited to: additional career planning and counseling; contact with the participant's employer, including assistance with work-related problems that may arise; peer support groups; information about additional educational opportunities; and referral to supportive services available in the community.

APPENDIX B
Administrative Cost Definitions

There is an administrative cost limit of ten percent of the total funds awarded under this contract. This includes both WIA 15 Percent and 25 Percent funds.

All local grant recipients and lower tier subrecipients must follow the Federal allowable cost principles that apply to their type of organization. The DOL regulations at 29 CFR 95.27 and 29 CFR 97.22 identify the Federal principles for determining allowable costs that must be followed.

Although administrative in nature, costs of information technology—computer hardware and software—needed for tracking and monitoring of WIA program, participant, or performance requirements; or for collecting, storing and disseminating information, are excluded from the administrative cost limit calculation.

(a) The cost of administration is that allocable portion of necessary and reasonable allowable costs of direct grant recipients, as well as, local grant recipients, local grant subrecipients, local fiscal agent, and which are not related to the direct provision of WIA services, including services to participants and employers. These costs can be both personnel and non-personnel, and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:

(1) Performing the following overall general administrative functions and coordination of those functions under WIA Title I:

(i) Accounting, budgeting, financial and cash management functions

(ii Procurement and purchasing functions

(iii) Property management functions

(iv) Personnel management functions

(v) Payroll functions

(vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports

(vii) Audit functions

(viii) General legal services functions

(ix) Developing systems and procedures, including information systems, required for these administrative functions

(2) Performing oversight and monitoring responsibilities related to WIA administrative functions

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space

(4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA systems

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems

(c) (1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at paragraph (c)(1), all costs incurred for functions and activities of subrecipients and vendors are program costs.

(5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:

   (i) Tracking or monitoring of participant and performance information

   (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information

   (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities

   (iv) Local area performance information

   (v) Information relating to supportive services and unemployment insurance claims for program participants

(6) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

APPENDIX C
Internet Resources

The following Internet addresses are a valuable source of information that may be needed in developing project plans, building partnerships, and responding to questions in the SFP.

www.edd.ca.gov/wiarep/wiaspind.htm — The WIA SFP and related information can be accessed from the EDD's Workforce Development Solicitations for Proposals page.

www.edd.ca.gov — **Employment Development Department**

The EDD is the administrative entity for the WIA SFP. This site contains or links to a wide range of employment and training resources, including labor market information.

www.labormarketinfo.edd.ca.gov/cgi/dataanalysis/?PAGEID=94 — The Labor Market Information website contains data by industry/business that can be useful in preparing your proposal.

www.allnursingschools.com — **All Nursing Schools**

Guide to nursing education and careers. Allows students to compare and contact schools.

www.aacn.nche.edu — **American Association of Colleges of Nursing**

Career information, including schools and scholarships, and discussions of interest to nursing professionals.

www.rn.ca.gov — **California Board of Registered Nursing**

Provides online services and information to Nurses, including legislative updates and licensing assistance.

www.dhs.ca.gov — **California Department of Health Services**

Serves the people of California by working to protect and improve public health.

www.dmh.ca.gov — **California Department of Mental Health**

Provides leadership to the California mental health system.

www.dor.ca.gov — **California Department of Rehabilitation**

Provides information and services to rehabilitation professionals and consumers.

www.dss.cahwnet.gov	**California Department of Social Services** California Department of Social Services Home Page
www.etp.ca.gov	**California Employment Training Panel (ETP)** The ETP is a statewide economic development program that supports retraining of incumbent workers. The ETP also funds the training of unemployed workers for high-skill, high-wage, secure jobs.
www.chhs.ca.gov	**California Health and Human Services Agency (CHHS)** The CHHS has the lead responsibility for State agency collaboration in implementing the NWI.
www.labor.ca.gov	**California Labor and Workforce Development Agency (LWDA)** The LWDA oversees seven major departments, boards, and panels that serve California businesses and workers.
www.nurse.ca.gov	**California Nurse Outreach** The Governor's Web site to market nursing careers, encourage inactive RNs to return to nursing, and promote the "RN Ambassador" nurse recruitment program.
www.edd.ca.gov/one-stop	**California One-Stop Career Center System (WorkNet)** A central location for information about One-Stop Career Centers and related links.
www.calwia.org	**California Workforce Investment Act Board** The Board establishes policy for, and provides guidance to, local Workforce Investment Boards, which provide services under the WIA.
www.choosenursing.com	**Coalition of Nursing Careers in California** Contains basic information on the career of nursing, choosing a nursing school, and how to apply for financial aid and/or scholarships.
www.doleta.gov	**Department of Labor** The U.S. Employment and Training Administration's Department of Labor (DOL) home page. The DOL is the federal agent for the WIA program.

www.healthprofessions.ca.gov	**Health Professions Education Foundation**
	The Foundation awards scholarships and educational loan repayment grants to nursing students and graduates who are committed to practicing in rural or under-served urban areas.
www.discovernursing.com	**Johnson & Johnson**
	Has basics on the field, and information on locating nursing programs in specific areas and finding nursing scholarships.
www.edd.ca.gov/wiarep/wialoc.htm	**Local Workforce Investment Areas Administrative (LWIA) Entity**
	Listing of the LWIAs with addresses and contact information.
www.nurse.org	**Nurse Practitioner Central**
	State-by-state information about nursing careers, education, and professional associations.
www.nursesource.org	**Nurses for a Healthier Tomorrow**
	Contains Frequently Asked Questions about careers in nursing, nursing career profiles, and links to financial aid and scholarships.
www.nursezone.com	**Nursezone.com**
	Contains a wide variety nursing career information, including financial assistance for training and connecting with peers.
www.oshpd.cahwnet.gov	**Office of Statewide Health Planning and Development (OSHPD)**
	Under the California Health and Human Services Agency, OSHPD plans for and supports the development of health-care systems in California.
www.whitehouse.gov/omb/circulars/index.html	**Office of Management and Budget (OMB)**
	OMB oversees and coordinates the Federal Administration's procurement, financial management, information, and regulatory policies. The OMB Circulars may be downloaded from this website.
www.nursingsociety.org	**Sigma Theta Tau International – Honor Society of Nursing**
	Provides career and educational information on nursing.

www.shrm.org	**Society of Human Resource Management**
	Information on the human resource profession; representing the interests of more than 85,000 members from around the world.
www.sba.gov	**U.S. Small Business Administration**
	Provides guidance and resource information to owners and operators of small businesses.

APPENDIX D
Job Training Automation System Hardware and Software Requirements

The State's minimum computer hardware and software requirements are imposed for compatibility with the State Job Training Automation (JTA) system. In general, any computer capable of doing some type of UNIX-compatible terminal emulation can communicate with the JTA system. A microcomputer with software that does vt220 emulation and a vt220 terminal is recommended. However, JTA project staff will provide assistance only for the two types mentioned below. A minimum of 32 megabytes of memory (RAM) is required to run the JTA system software.

A. Personal Computers

Personal computers with terminal emulation capability must fall within two general categories:

1. Industry Standards Architecture (ISA) or Enhanced ISA (EISA)

2. BM Micro-channel Architecture

B. Printers

Printers must meet one of the following two requirements:

1. Must be a laser printer that recognizes the Hewlett-Packard Printer Command Language and has both letter and legal size paper handling capability.

OR

2. Must be wide-carriage dot matrix printer which has the capability of printing at 10 pitch, 12 pitch and in condensed (minimum 16.66) pitch and which recognizes Epson or IBM Pro-printer command sets and provides a serial interface.